

Schedule 25-7

DEPARTMENT OF MOTOR VEHICLES MOTOR CARRIER SERVICES DIVISION

September 15, 2005

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

SCHEDULE 25-7
AGENCY, BOARD OR COMMISSION DEPARTMENT OF MOTOR VEHICLES
DIVISION, BUREAU OR OTHER UNIT MOTOR CARRIER SERVICES DIVISION
Supersedes Edition of November 20, 2003

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE <i>Levaly Nett</i>	
TITLE <i>Director, Nebraska Dept of Motor Vehicles</i>	DATE <i>Sept 9, 2005</i>

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE <i>Andrea I. Faley</i>	DATE <i>Sept. 14, 2005</i>
STATE ARCHIVIST	

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE <i>Jim A. Gale</i>	DATE <i>9/15/05</i>
STATE RECORDS ADMINISTRATOR	

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 25-7 – DEPARTMENT OF MOTOR VEHICLES – MOTOR CARRIER SERVICES DIVISION

25-7-1 INTERNATIONAL REGISTRATION PLAN (IRP)

25-7-1-1 NEBRASKA CARRIER FILE

File contains various documents that relate to the registration of the carrier under 60-305.09 of Nebraska Statutes, which would include: IRP application, supporting documentation, payment receipt for each application, and correspondence regarding carrier account.

Transfer to the State Records Center after 1 year; dispose of after 6 years, provided audit has been completed.¹

25-7-1-2 FOREIGN JURISDICTION INCOMING TRANSMITTAL (FORMERLY INTERNATIONAL REGISTRATION PLAN TRANSMITTAL NOTICES, AND INTERNATIONAL REGISTRATION PLAN (IRP) BASED CARRIER)

File contains transmittal detail regarding carrier registration allocation from member jurisdictions of the IRP.

ORIGINAL RECORD: Transfer to the State Records Center after data entered and verified in DMV-MCS AS 400 System; dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 7 years.

SECURITY BACKUP COPY: Dispose of after superseded.

25-7-1-3 NEBRASKA OUTGOING IRP TRANSMITTAL

File contains report of total funds transferred to foreign IRP jurisdictions.

Transfer to the State Records Center after 2 years; dispose of after 5 years, provided audit has been completed.¹

25-7-1-4 INTERNATIONAL REGISTRATION PLAN (IRP) CLEARINGHOUSE FILE

File contains reports of pre-netted and post-netted incoming and outgoing transmittal dollars. The IRP Clearinghouse is responsible for maintaining the electronic data and security backups for a period of 18 months.

Transfer to the State Records Center after 2 years; dispose of after 5 years, provided audit has been completed.¹

25-7-1-5 REFUNDS AND DISTRIBUTION

File contains reports of unit refunds, over payment refunds, jurisdiction refunds and DAS Accounting supporting documentation.

Transfer to the State Records Center after 2 years; dispose of after 3 years, provided audit has been completed.¹

25-7-1-6 IRP MISCELLANEOUS CORRESPONDENCE

File contains refund denials, miscellaneous audit pre-netting billings and refunds, foreign IRP transmittal payment acknowledgements, and all other miscellaneous IRP correspondence.

Transfer to the State Records Center after 6 months; dispose of after 2 years.

25-7-2 INTERNATIONAL FUEL TAX AGREEMENT (IFTA)

25-7-2-1 IFTA TAX FILINGS

File contains quarterly tax returns, payment receipts, adjustments, general correspondence, case files and abatement of penalties.

Transfer to the State Records Center after 6 months; dispose of after 4 years, provided audit has been completed.¹

27-7-2-2 IFTA CREDENTIALS

File contains new applications, additional decal requests and renewals.

Transfer to the State Records Center after 6 months; dispose of after 4 years, provided audit has been completed.¹

25-7-2-3 FOREIGN JURISDICTION INCOMING TRANSMITTALS AND RECEIPTS

File contains transmittal detail, carrier fuel tax filings from member jurisdictions of IFTA and receipts of payments from member jurisdictions of IFTA.

ORIGINAL RECORD: Transfer to the State Records Center after data entered and verified in DMV-MCS AS 400 System; dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 7 years.

SECURITY BACKUP COPY: Dispose of after superseded.

25-7-2-4 NEBRASKA OUTGOING IFTA TRANSMITTALS

File contains reports of total funds transferred to foreign IFTA jurisdictions including miles traveled and fuel purchased.

Transfer to the State Records Center after 2 years; dispose of after 5 years, provided audit has been completed.¹

25-7-2-5 MISCELLANEOUS IFTA REPORTS

File contains revoked carrier listings, foreign jurisdictions renewal reports, jurisdictional correspondence, interest reports, refund reports.

Transfer to the State Records Center after 1 year; dispose of after 2 years, provided audit has been completed.¹

25-7-3 SINGLE STATE REGISTRATION SYSTEM (SSRS)

25-7-3-1 SSRS CARRIER FILES

File contains carrier applications, insurance forms, and receipts.

Dispose of after 3 inactive years, provided audit has been completed.¹

25-7-3-2 FOREIGN JURISDICTIONS INCOMING TRANSMITTALS

File contains transmittal detail regarding carrier registration fee allocation to member jurisdictions and agent allocation.

ORIGINAL RECORD: Transfer to the State Records Center after data entered and verified in DMV-MCS AS 400 System; dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 7 years.

SECURITY BACKUP COPY: Dispose of after superseded.

25-7-3-3 NEBRASKA OUTGOING SSRS TRANSMITTALS

File contains reports of total funds transferred to foreign SSRS jurisdictions.

Transfer to the State Records Center after 2 years; dispose of after 5 years, provided audit has been completed.¹

25-7-4 INTERSTATE REGISTRATION (BINGO)

25-7-4-1 RESIDENT INTERSTATE REGISTRATION

File contains resident carrier applications, insurance forms and receipts.

ORIGINAL RECORD: Transfer to the State Records Center after 3 inactive years and after data entered and verified in DMV-MCS AS 400 System; dispose of after 4 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 7 years.

SECURITY BACKUP COPY: Dispose of after superseded.

25-7-4-2 NON-RESIDENT INTERSTATE REGISTRATION

File contains non-resident carrier applications, insurance forms and receipts that have been inactive for a period of 3 years.

Transfer to the State Records Center after 3 inactive years; dispose of after 4 years, provided audit has been completed.¹

25-7-4-3 BINGO STAMPS AND BOOKS

File contains empty and partial books of bingo stamps.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

25-7-5 MOTOR CARRIER SERVICES AUDITS

25-7-5-1 MOTOR CARRIER SERVICES AUDIT FILES

File contains IFT/AIR audit packets consisting of work papers, supporting documentation, notifications, assessment letters, deficiency notices, and billings.

Transfer to the State Records Center after 1 year, provided the audit is closed; dispose of after 6 years, provided audit has been completed.¹

25-7-5-2 IRP FOREIGN JURISDICTION AUDIT REPORTS

File contains audit reports and billing results from foreign jurisdictions on their IRP licensees.

ORIGINAL RECORD: Transfer to the State Records Center after data entered and verified in DMV-MCS AS 400 System; dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 7 years.

SECURITY BACKUP COPY: Dispose of after superseded.

25-7-5-3 IFTA FOREIGN JURISDICTION AUDIT REPORTS

File contains audit reports and billing results from foreign jurisdictions on their IFTA licensees.

ORIGINAL RECORD: Transfer to the State Records Center after data entered and verified in DMV-MCS AS 400 System; dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 7 years.

SECURITY BACKUP COPY: Dispose of after superseded.

25-7-6 MISCELLANEOUS RECORDS

25-7-6-1 DMV-MCS AS 400 SYSTEM

May include registration information, tax information, and receipts.

ELECTRONIC DATA: Backup daily; dispose of after 7 years.

SECURITY BACKUP COPY: Dispose of after superseded.

25-7-6-2 NEBRASKA BASED CARRIER LITIGATION FILES

Case files dealing with motor carrier company or jurisdictional litigation which resulted from an audit.

Transfer to the State Records Center 1 year after case is closed; dispose of 10 years after case is closed.

25-7-6-3 RECIPROCITY AGREEMENTS

File contains correspondence from each jurisdiction regarding reciprocity agreements. Also includes actual agreements between Nebraska and other jurisdictions regarding motor vehicle reciprocity.

ORIGINAL RECORD: Microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

27-7-7 CERTIFICATE OF TITLE

27-7-1 ONE STOP-MOTOR VEHICLE CERTIFICATE OF TITLE

Motor Carrier Services Division copy of Motor Vehicle Certificate of Title and Title application, and accompanying documents, filed per Nebr. Rev. Stat. §60-102 – 60-117.

ORIGINAL RECORD: Dispose of TITLES 5 years after TITLE has been transferred; OR after TITLE has been on file for 5 years; OR 5 years after NOTATION OF LIEN, whichever is later.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet